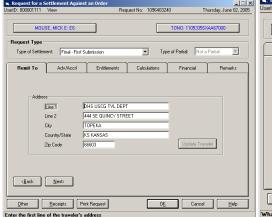# E –Travel News

Coming Soon: Upgrade to UTS

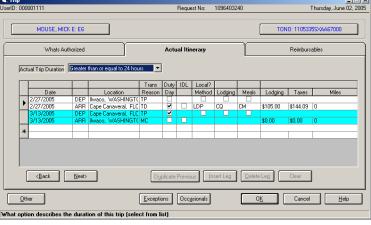**Benefits of Upgraded UTS System:**
* Retrieval Request, DTOD system for North American Region, Current claim status features, Ability to print completed claim TVSs, Estimated entitlement calculations, Use of multiple accounting strings, Additional features in Tool Bar, Return claim to member without deletion of claim.
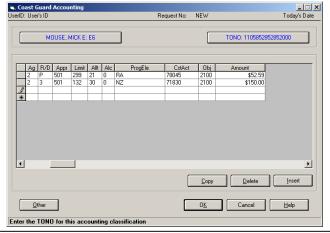
Similar but Different:
Members will find when they open the new travel system; the look and feel of the program is similar to UTS. When you are completing documents the most notable change will appear. The same information appears in this application, it's formatted differently for easier use. The authorizations and settlement forms are subdivided into organized sections: Member address information, advances, entitlements (itinerary), calculations, financial, and remarks.
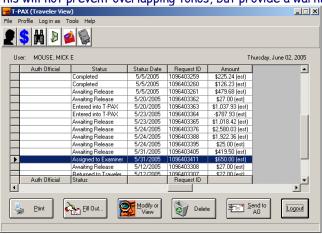
Notice the entitlement screen is subdivided into additional sections: what's authorized, actual itinerary, and reimbursables. Here, there are two major differences in the itinerary. First is that lodging taxes are listed as a nightly expense and the system will calculate the total tax for the member. As a reminder, if Oconus, taxes are included in the nightly lodging costs. The second difference is that most of the time; **DTOD will fill out the official distance traveled** when POV is utilized. Changes to the JFTR indicate that members will be paid the official distance for PCS and TDY travel. On the reimbursable tab you will notice a new field called IBOP. This field is used for agencies that want to know in what country the money is actually being spent.

The **calculation tab provides the member with an estimated payment** of total entitlements as entered into the system.   This will assist those members who need to split expenses into separate accounting lines. An example of this would be members who are traveling on TQC orders that do not authorize rental car expenses. A unit may now authorize these expenses on the same tono, but **charge the expenses to a separate accounting string**. This will not prevent overlapping tonos, but provide a warning message.

E-Travel News Continued…

On the traveler view page above, members will notice several new fields of information that weren't available before. The status field shows the status of every claim in the system for that individual. These claims include the manual submissions to PSC for processing; note the highlighted claim above indicating that the claim is assigned to an examiner. The Status date column indicates on what date the status changed. Additionally, members can view the estimated entitlement amount in the far right column. Members may view all claims in their inbox; however, claims that are being processed by PSC are in a view only mode. This enhancement provides members the ability to have information available on the status of claims.

Additionally, two major enhancements can be accessed from this page as well. First, when a claim is in a "completed" status, the member can click on the print button and request **a printed copy of the TVS** from the system. Second, a member may click on the "File" button in the top left corner and see an enhanced feature called "Retrieval Request." This request will allow a member to "recall" a claim from an AO box as long as there has been no forwarding action that has taken place on that claim.

PSC will send official notice when this new version will be made available to the field.

Supplemental Claims:
Members submitting supplemental claims through the UTS system must complete the claim by **_adding or deleting incorrect information_**. Deletion of items or the itinerary, from the original claim, on the supplemental indicates to the system that payment should not have been made and will subtract that amount from the total entitlements. When submitting a supplemental claim that has pov mileage in the itinerary, place a "1" in each leg requiring mileage and place the total amount of mileage in the reimbursable section. If this is not done properly, the mileage will not be paid and will possibly cause a debt to the member.

Reimbursable Items:
Members traveling TDY can find general listings of items that may be reimbursed in the JFTR; U1400-1430, U2555, U3002C, U3110F, U3200B, U3415C, U4135B, U4137-4143. Most reimbursable items have a daily limit, while others are actual expense if authorized. An example of this would be where military members are limited to $2/day for laundry only if travel exceeds 7 nights yet civilians are entitled to actual expense of laundry if travel exceeds 4 nights. Both of these situations are based on the fact that the member or employee actually incurred this expense while traveling; if not then there is no entitlement.

Common problems that crash claims in the UTS system:
*DO NOT start/stop UTS claims in a leave status.
*Use of multiple modes of travel in the itinerary – see primary mode of transportation in February & June's Newsletter.
*Members use POVADV or GTR incorrectly and do not input layover points in the itinerary – see GTR in June's Newsletter.
*Input multiple lines of accounting strings on one claim – see Accounting string errors in March's Newsletter.
*Input more than seven legs on a single 13-doc travel claim. Please limit each claim to no more than 5-7 legs per claim.
*When entering itinerary into system, member indicates they are on leave the same day they are TDY. Double-check dates.
(New) - When inputting messing entitlement on the itinerary and then going into daily exceptions and changing more than 6 meal types.

** A brief reminder:
**Computer generated random audits are done on approximately 15% of the UTS claims received by PSC. Any claim that is over $2,500 in total entitlements receives a mandatory audit. These audit requests are important to ensure accuracy of the system and meet GAO requirements.

Be sure to check this site for updated information:
http://www.uscg.mil/hq/psc/utsfaq.shtm
Here is where you can find previous issues of the UTS E-Travel News:
http://www.uscg.mil/hq/psc/uts/index.htm
Please share this important information with all of your travelers in your unit/area so they can stay informed of important UTS changes and improvements. Please send your suggestions for improvements to the Customer Service Division via a heat ticket:
 http://www.uscg.mil/hq/psc/customerservice.htm

Coming next edition: More information on the UTS upgrade…☺